Manufacturer License Process Flowchart

(For Original Applications Only)

APPLICATION REQUIREMENTS

Submit the following:

- 1. Complete form HCD OL-12.
- 2. Complete form HCD OL-21.
- 3. Complete form HCD OL-29. *
- Complete form HCD 8016 *
 Note: If located out of state or if exempted from Live Scan by DOJ, fingerprint cards issued by HCD may be used.
- 5. Complete form HCD Form 1, if applicable. ***
- One (1) office/factory exterior photo and one (1) photo of the manufacturing area (for each location).
- 7. Two (2) full facial photos. *
- Copies of Articles of Incorporation, Articles of Organization, or partnership agreement, filed with the Secretary of State. **
- 9. List of all model and/or brand names.
- An explanation of serial number configurations.
- 11. \$1,164 license fee (for each location).
- 12. \$13 Applicant Verification Fee. ****
- 13. Copies of "Doing Business As" (DBA) documents filed with the Secretary of State or County Recorder. ***
- 14. CM and MFMH manufacturers must also submit an executed copy of their contracts employing a HCD approved third party design (DAA) and quality inspection (QAA) agency.
- *Required for each person who participates in the direction, control or management of the sales or manufacturing operation.
- **Requires <u>filed</u> documents from the California Secretary of State. General partnerships may file with county recorder. Not required for individual ownership businesses.
- ***Certified fictitious business name verification from the approving agency.
 ****Required only for individual ownership type businesses, unless already paid to the department under another license or approval.

Note: This is a basic flowchart of the typical license process. However, depending on the application, the process may vary.

APPLICATION REVIEW

The PT does a thorough review of the application for completeness and enters personal and, business information into the database system. Fees are verified.

CLEARANCE REVIEW

- Any criminal convictions, felonies and/or misdemeanors that are crimes of "moral turpitude" are reviewed.
- License history and license disclosures are reviewed.
- Any outstanding civil issues, including bankruptcy are reviewed

APPLICATION INCOMPLETE

Examples of possible deficiencies are:

- 1. Missing information.
- 2. Missing documents.
- 3. Inadequate information.
- 4. Missing signatures / dates.
- 5. Inadequate fees.
- 6. Returned checks.
- 7. Unreadable information.

Note: The PT advises the applicant of application deficiencies in writing. Once the deficiencies are cleared, the review process continues.

APPLICATION APPROVAL

If the application meets all the basic requirements, a "Temporary Permit" may be issued, pending HCD's background investigation and DOJ's criminal record information.

QUESTIONABLE APPLICATION

Application is reviewed by lead PT, PT supervisor, case manager, and/or the program manager if necessary.

PROBATIONARY LICENSE

Application is reviewed by lead PT, PT supervisor, case manager, and / or the program manager and is deemed eligible for a probationary license, in lieu of being refused. Probationary status will be in effect for at least the first 2-year license period.

APPLICATION REFUSED

A refusal letter will be sent to the applicant, identifying the reason for the refusal.

ADMINISTRATIVE HEARING

Within 60 days after being issued a probationary license or upon having their application refused, applicants may request in writing to have a hearing.

LICENSE ISSUED

A license is issued for 2 years, which if a temporary permit was allowed, includes the temporary permit time.

LEGEND

CM = Commercial Modular

DOJ = Department of Justice

HCD = Department of Housing and Community Development

MH = Manufactured Home

MFMH = Multifamily Manufactured Home

OL = Occupational Licensing

POB = Place of Business

PT = Program Technician